



**Finance Division**  
**Room No.112**  
**SAI Head Office**  
**J. N. Stadium Complex (East Gate)**  
**Lodi Road**  
**New Delhi- 110 003**

**File No.:1(192)/SAI/B&F/Consultant/2025-26**

**Date: 11.11.2025**

**NOTICE- Inviting Applications for engagement of consultant for examination of files on financial matters in Sports Authority of India on Outsource Basis**

The Sports Authority of India invites applications for the engagement of services of retired persons for examination and consultancy of finance related files on outsource basis for a period of **initially for a period of three-years, further extendable to two years (03 + 01 + 01)**

**2. Nature of Work**

Examination of files related to the said work having experience/specialization in the following fields:

- (i) Administrative/Personnel related matters viz. Pay Fixation, Leave Travel Concession (LTC), Retirement Benefits, Travel Allowance/Dearness Allowance (TA/DA), Medical Claims, etc.
- (ii) Procurement of Services/Goods/Manpower/works etc including examination of RFP and MoU.
- (iii) General Administration from financial angle, as per extant Rules and guidelines.
- (iv) Any other administrative task/activities as and when assigned by Competent Authority/Reporting Officer/Head of the Division and expert opinion on it.

**3. Selection Process:**

The candidates scoring marks 80% or more marks in Quality/Technical criteria will be qualified for opening of price bid.

| <b>Evaluation Stage</b>                    | <b>Criteria</b>                                                                                                   | <b>Weight / Points</b>      | <b>Marking</b>                                                                            |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------------------------|
| <b>Technical/<br/>Quality<br/>Criteria</b> | Having experience in related work in any Central govt. Ministry/attached Subordinate Office/Autonomous Body/PSUs. | 30                          | 25 years or more- 30 points<br>Less than 25 years- 20 points                              |
|                                            | Position Held                                                                                                     | 20                          | AO/SAO- 20 points<br>AAO/Others- 10 points                                                |
|                                            | Education                                                                                                         | 10                          | Master's Degree- 10 points<br>Below Master's Degree- 5 points                             |
|                                            | SAS exam/any other dept exam of organised cadre                                                                   | 10                          | SAS exam/any other dept exam of organised cadre- 10 points<br>No exam Qualified- 0 points |
|                                            | Interview                                                                                                         | 30                          |                                                                                           |
| <b>Technical/</b>                          |                                                                                                                   | <b>100 points<br/>(80%)</b> |                                                                                           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>Quality Bid Score (Q)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
| Weightage of Price Bid is 20 Points- 20% ( <b>F</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |
| <p>Evaluated Bid Score (S) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:</p> <p><b><math>S = (Q/Q_{high}) \times 0.80 + (F_{low}/F) \times 0.20</math></b></p> <p><i>Q</i> = The total marks obtained by the bidder against “Technical” criteria<br/> <i>Q<sub>high</sub></i> = The highest mark scored against “Technical” criteria among all responsive bids<br/> <i>F</i> = Evaluated Bid Price of the bidder<br/> <i>F<sub>low</sub></i> = The lowest of the evaluated bid prices among the responsive bids</p> <p>Higher value of S will be declared as H1 bidder and will be awarded the contract.</p> |  |  |  |

#### 4. Term of Engagement:

The term of engagement shall be initially for a period of three-years, further extendable to two years (03 + 01 + 01).

#### 5. Fees for Consultation:

- Fees is to be paid as per sitting for examination of files, minimum 12 files per sitting and examination of RFP/MoU etc.
- The payment will be made for each consultation irrespective of number of stages in a particular RFP case.
- All payments are inclusive of Taxes and all other charges.
- The Consultant has to make his own arrangement to attend the office and no Transportation charges/ TA/DA will be provided separately.

#### 6. Other Conditions:

- In case performance is not found satisfactory, his/her services will be discontinued after giving 15 days’ notice. In case he/she want to discontinue, he/she will have to give 30 days’ advance notice for one month.
- Tax Deduction at Source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before affecting the payment, for which the SAI will issue TDS/Service Tax Certificate, as applicable.
- Confidentiality: During the period of engagement, he/she would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the engagement to anyone who is not authorized to know.

**7. How to Apply:** Candidates shall submit their application complete in all respects in the prescribed formats given in the Annexures. Application must be sent to this office on or before 25.11.2025, in one big sealed envelope with a subject APPLICATION FOR CONSULTANT, consisting of two separate sealed envelopes for Technical bid and Price bids.

**Annexure for Technical criteria**

APPLICATION FOR CONSULTANT

1. Full Name
2. Date of Birth
3. Address for Communication
4. Mobile No.
5. E-mail ID
6. Name of Ministry/ Department from which retired (enclose copy)
7. Date of Retirement
8. Nationality
9. Technical Qualification

| S. No. | Criteria                                                                                                   | Reply |
|--------|------------------------------------------------------------------------------------------------------------|-------|
| 1      | Experience in related work in any Central govt. Ministry/attached Subordinate Office/Autonomous Body/PSUs. |       |
| 2      | Position Held                                                                                              |       |
| 3      | Education                                                                                                  |       |
| 4      | SAS exam/any other dept exam of organised cadre                                                            |       |
|        |                                                                                                            |       |

The documents/certificates may be attached for above criteria.

**Signature**

**Annexure for Price Bid**

1. Full Name

2. Date of Birth

3. Address for Communication

4. Mobile No.

5. E-mail ID

**6. Fees:**

|                                                  |         |
|--------------------------------------------------|---------|
| Sitting Fees for examination of atleast 12 files | Rs..... |
| Examination fees of per RFP/MOU etc              | Rs..... |

**Signature**